

Sending Communications to Applicants in BrassRing

The first step is to identify how the applicants in your req folder prefer to be contacted. Do this by displaying their preferred method of contact choice. From within a Req folder, click the Edit output fields button.

Reg folder: 1BR : CORRECTIONAL OFFICER Show results 1-50 << < Showing candidates 1 - 50

Actions		<< Back	See reg details	Selected candidates :	0	Edit output fields
View						2006
eLink	2 <input type="checkbox"/>	Acker, Sarah		+		HRE-Entered Qualified 30-Oct-2006 M
Update same status	3 <input type="checkbox"/>	Adams, Christofer		+		External Qualified 08-Jan-2007 C
Send communication	4 <input type="checkbox"/>	Adams, Joel	✓	+		External Qualified 28-Jul-2006 C
Print	5 <input type="checkbox"/>	Adams, Matthew		+		External Qualified 29-Aug-2006 N
Forward via e-mail						

Locate the Preferred Method of Contact field in the Available values box on the left side of the screen and select it. You can select more than one field by holding the control key while you make your selection. After you select the field(s), click the >> button to move the option(s) to the Selected values box on the right. After you are finished, click Save.

Edit output fields ? Help

Select a field and click 'Add' or 'Remove' to move it from one column to the other. When you are finished click 'Save'.

Available values

- [Talent-Gateway]Have you ever used an illegal drug (no n
- [Talent-Gateway]Have you previously applied with Iowa D
- [Talent-Gateway]Have you used any other illegal drug (in
- [Talent-Gateway]Have you used marijuana at all within th
- [Talent-Gateway]Have your driving privileges been susper
- [Talent-Gateway]High School Graduate or Equivalent (GE
- [Talent-Gateway]If you are a permanent State employee,
- [Talent-Gateway]Is your uncorrected vision (without contac
- [Talent-Gateway]MOW-Do you hold a Graduate degree of
- [Talent-Gateway]Preferred Method of Contact:**
- [Talent-Gateway]Social Security Number: (use format 999
- [Talent-Gateway]SWIA-Do you have experience as an abu
- [Talent-Gateway]These positions are located throughout t
- [Talent-Gateway]This is a technical position. Do you have
- [Talent-Gateway]You must submit a cover letter and resun

[Selection details](#)

Fields you can add to your search results

↓

>>

Add

<<

Remove

Selected values

[Selection details](#)

Fields currently on your search results

^

Move up

v

Move down

Save
Cancel

You can now sort by Preferred Method of communication to put all of the applicants who prefer the same type of correspondence together to send their notices at the same time. This is important because we have allowed applicants to choose the best method for us to communicate with them. To sort by Preferred Method of contact, click on the column title that says Preferred Method of contact.

Applicant type	HR status (click to update)	HR status date	Updated by	Last codes	Preferred Method
External	Qualified	14-Jan-2006	Integration, System	1BR, Candidate_Upload, LEGACY, SAIWD	
RE-Entered	Qualified	30-Oct-2006	MATCHINSKY, VELMA	86406, 1BR	US Postal Service
External	Qualified	08-Jan-2007	COSTANZO, MIKE	1BR, Candidate_Upload, LEGACY, WBOSA	
External	Qualified	28-Jul-2006	COSTANZO, MIKE	1BR, Candidate_Upload, LEGACY, WBOSA	
External	Qualified	29-Aug-2006	MATCHINSKY, VELMA	1BR, Candidate_Upload, LEGACY, WBOSA	US Postal Service
External	Qualified	18-Dec-2006	MATCHINSKY, VELMA	OTHER	E-mail

No response.

In the above example, some applicants do not have anything listed in the Preferred Method column. These applicants were uploaded from the old system (open class applicants) so they would be considered US Postal Service applicants. After sorting the records as described above, all applicants who prefer E-mail will be together and all applicants who prefer US Postal service will be together.

Sending E-mail communications to applicants

To send the E-mail notice to all applicants who prefer E-mail, check the box to the left of the name of each applicant whose preferred method of contact is E-mail. Then click the Send communication link in the left nav bar.

Actions			<< Back	See req details	Selected ca
View	15 <input checked="" type="checkbox"/>	Rardin, Christopher			
eLink					
Update same status	16 <input checked="" type="checkbox"/>	Woody, Harvey			
Send communication	17 <input checked="" type="checkbox"/>	Heavilin, Aaron			
Print	18 <input checked="" type="checkbox"/>	Boner, Michael			
Forward via e-mail	19 <input checked="" type="checkbox"/>	Meyer, Maria			
	20 <input checked="" type="checkbox"/>	Eaves, Phillip			
	21 <input checked="" type="checkbox"/>	Hill, Jacob			
	22 <input checked="" type="checkbox"/>	Parks, Don			
	23 <input checked="" type="checkbox"/>	Garmoe, Willard			
	24 <input checked="" type="checkbox"/>	Daque, Heather			

To choose the E-mail template you want to send, click the down arrow in the E-mail template box. You will see a list of all E-mail templates to which you have access. Select the template to send and click **Go**.

Send candidate communication

Send communication

E-mail template

Letter template

Canceled Job Notice
 Closed or Invalid Notice
 CO NTA
 Considered Not Hired all Departments
 Considered Not Hired DAS
 Correctional Officer Failed Score Notice
 Correctional Officer Passed Score Notice
 DAS Sorry E-Mail
 DAS-PMSLetter
 DNR_Interviewed_Not_Hired
 DNR_No_Resume

Go

Click Go.

Most E-mail templates have been set up to automatically include some data base fields which will personalize the notice to the applicant.

Send communication

Email Message

***From** sharleen.newton@iowa.gov

Subject

Cc

Bcc

Send as HTML attachment ☐ Yes ☒ No

***MESSAGE BODY**

HTML Plain text

Font Size B I U

Link to Select a

Spell Check

[#Contact-info:FirstName#] [#Contact-info:LastName#]

The selection process for the [#RequisitionStd:Job Title#] position with the State of Iowa, [#RequisitionStd:Department#] has been completed. After careful review and consideration, another individual has been selected for this position.

I would like to thank you for your interest in this position and in employment with the [#RequisitionStd:Department#].

The email address we have on file for you in BrassRing will automatically be entered into the From: field. You can change this if you want.

It is helpful to enter a Subject to provide information to the applicant. This will default for some notices.

You can copy this note to others. If you do this, copied parties will get a separate E-mail for each applicant.

When you see items in brackets [], BrassRing will insert the values from database fields into the note. In this example, the applicant first and last name will be at the beginning. The body of the note includes the class title, and department name. You can change any of the other text you want or add additional text.

At the bottom of the screen, BrassRing will show the email addresses of all applicants selected to get this note. If there are any problems with a particular recipient, you will see a red flag to the left of the

applicant's name. This means that something is missing for this applicant, either a correct email address or one of the required values needed for the message. Just remove the check next to that applicant's name because that email cannot be sent. Remember the applicant(s) whose name(s) you deselected because you will need to send a letter instead of the E-mail. If you want to preview the note being sent, click the **Preview** button at the bottom of the screen. That will show the note with all of the database information inserted. To go back to the screen after previewing the note, close the preview window. You can then either change the note, send it (click **Send**) or cancel (click **Cancel**).

Sending written communications to applicants

Written communications are sent in much the same way as E-mail communications. To choose a written notice, click the down arrow next to the Letter template list, select a letter to send, and click **Go**.

The screenshot shows a window titled "Send communication". It has two main sections: "E-mail template" and "Letter template". The "E-mail template" section has a dropdown menu currently showing "Canceled Job Notice" and a "Go" button next to it. The "Letter template" section has a dropdown menu that is open, showing a list of templates: "Canceled Requisition Notice", "Canceled Requisition Notice", "Closed or Invalid Notice", "CO NonSelection Letter", "CO NTA", "Considered Not Hired Notice - DAS", "Considered Not Hired Notice all depts" (which is highlighted), and "Correctional Officer Score failed Notice". There is a "Go" button next to the "Letter template" dropdown. A yellow callout bubble with the text "Click Go." points to the "Go" button next to the "Letter template" dropdown. A line also points from the text "To go back to the screen after previewing the note, close the preview window." in the previous block to the "Go" button next to the "E-mail template" dropdown.

At the first screen, click **Continue**. At the next screen you will see the Generate letter now option selected. Click **OK**. You will then see the letter with the database fields filled in. There is a separate page for each applicant whose record has been selected to receive this communication. You can change this letter but it is important to note that each applicant letter is a separate document and you will have to make the same change to each document. (This is unlike the E-mail where you only have to make the change once.) These letters will appear inside a browser window. To print the letters, click File > Print at the top of the window. The letters will be printed at your default printer. When finished, close the browser window by clicking the **X** at the top right of the window. You will be given the option to save. Click No (unless you want to save them).

Verifying that communications were sent

All communications sent through BrassRing are logged in the applicant record. To see the communications sent to an applicant, click on the Communications tab on the applicant's Talent Record.

TalentRecord™ MILLER, JEREMY

< Profile 1 of 1 > ? Help

Actions

- Forward via e-mail
- Send eLink
- Send communication

Overview Resume/CV Forms Notes

HR status Communications Interview schedule Attachments

Candidate type [External](#)
JEREMY GLEN MILLER
ND ST
PO BOX 3
IA 5 1
United States
Home phone 563-8
Work phone 563-3
jm t

Below is an example of an applicant Communication History screen. You will see the name of the communication, Type (letter or E-mail), Sender, Date sent, and Status. Please note that you will not be able to see the content of the notice you sent unless you either save the letter in a separate place or you send yourself a copy of the email and save it. BrassRing does not store the content of communications, only the fact that it was sent.

Communication History							
Date sent	Folder type	Req ID	Folder	Communication	Type	Sent by	Status
12-Oct-2006			MATCHINSKY,VELMA	Correctional Officer Score passed Notice	Letter	MATCHINSKY VELMA	Sent
11-Sep-2006			1BR-CORRECTIONAL OFFICER	CO NTA	Email	MARKIN DEBRA	Sent
07-Jul-2006		1BR	CORRECTIONAL OFFICER	CO NTA		MARKIN DEBRA	Sent

Personalized E-mails and Letters

We have begun working with individual departments to develop E-mail and letter templates to specifically meet your individual needs. These include using department letterhead and specific wording. Tammy Mohning and Mike Costanzo will be happy to work with you on these notices.